



# UNITED STATES MARINE CORPS

TRAINING COMMAND  
3300 RUSSELL ROAD (C47)  
QUANTICO, VIRGINIA 22134-5001

5351  
C47  
FEB 13 2003

## COMMANDING GENERAL'S POLICY LETTER 1-03

From: Commanding General, Training Command  
To: Distribution List B

Subj: EQUAL OPPORTUNITY PROGRAM

1. Marine Corps Order P5354.1C establishes the requirements for all commands to have a formal, command-wide Equal Opportunity Program. It requires each commander to publish an Equal Opportunity statement after assumption of command. Additionally, commanders will also publish policy and procedures for addressing complaints. All formal complaints will be reported through the Discrimination and Sexual Harassment Report (DASH) via the chain of command. Upon assumption of command, the commander has 90 days in which to initiate and conduct a climate survey. This is normally done through the use of the Military Equal Opportunity Climate Survey (MEOCS). Additionally, commanders will designate, in writing, an Equal Opportunity Representative (EOR) for their command. The commander should also ensure the EOR receives formal training.

2. The Commander's Equal Opportunity policy statement should be written and posted throughout the command. All formal complaints are to be reported through the DASH report and will be submitted by the unit EOR to the Training Command Equal Opportunity Advisor (EOA). Training and education for all members of the command will be in accordance with published orders and guidelines. If any major issues come to the Commanders attention, personally notify me as soon as practical. Sergeants Major and Senior Enlisted Marines should also keep the Training Command Sergeant Major apprised of any EO matters involving enlisted personnel. Commanders will ensure all annual EO training requirements are accomplished. Investigating Officers (IO) will seek guidance from the Training Command EOA and Legal Officer prior to the commencement of an investigation regarding EO matters. Upon completion of the investigation the IO submits the investigation to the EOA and the Staff Judge Advocate for review.

3. Commanding Officers and Officers-in-Charge will ensure MOUs/LOIs are up-dated to reflect the assignment and utilization of the Training Command EOA on Training Command issues. Unit EORs must be assigned for a minimum of one year and attend indoctrination training conducted by a command EOA. EOR training is routinely conducted on all major USMC installations. Contact the Training Command EOA in the following paragraph to request EO training and assistance in conducting the MEOCS.

#### 4. Key Personnel/Commanding General:

(1) Mr. Ray R. Woods, GM-15, Executive Assistant, DSN 278-0020, Commercial 703-784-0020, e-mail [woodsrr@tecom.usmc.mil](mailto:woodsrr@tecom.usmc.mil).

(2) Col Gordon B. Habbestad, Head, Interservice Training Branch/Schools Branch, DSN 278-3073, Commercial 703-784-3073, e-mail [habbestadgb@tecom.usmc.mil](mailto:habbestadgb@tecom.usmc.mil).

(3) SgtMaj Ronald E. Fetherson, Sergeant Major, Training Command, DSN 278-0016, Commercial 703-784-0016, e-mail [fethersonre@tecom.usmc.mil](mailto:fethersonre@tecom.usmc.mil).

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(4) Master Sergeant Alfrita M. Jones, Equal Opportunity Advisor (EOA), DSN 278-4056, Commercial 703-784-4056, e-mail [jonesam@tecom.usmc.mil](mailto:jonesam@tecom.usmc.mil).

(5) Admin Section, DSN 278-0029/30, Commercial 703-784-0029/30, facsimile DSN 278-0012, facsimile Commercial 703-784-0012.

5. This policy letter is applicable to all commands and units of Training Command.



GEORGE J. FLYNN